

SENIOR TECHNICIAN CUM DRAFTSMAN

(FACILITIES & INFRASTRUCTURE DEPARTMENT)

JOB RESPONSIBILITIES:

1. Responsible for coordination & meetings with the contractor for the purpose of progress monitoring to ensure all works are performed according to the engineering specification, functional and operational standards.
2. Conduct survey, site investigation and data collection work at site for drafting purpose and brief contractors during site inspection.
3. Conduct preliminary data collection, site investigation and compilation of findings for the purpose of preparation of the contract documents.
4. Prepare cost estimates as per the required scope of works.
5. Performing on-site supervision, work progress & material inspection and related reporting on-site activities
6. Attending inspection, testing and related technical request at site including preparing defect list and CAR.
7. To liaise with Consultant and Contractor on-site to ensure work is carried out in according to the engineering specification, functional and operational standards.
8. To check drawings and specifications to ensure correct materials standards and quantities as per contract.
9. To witness factory acceptance/site tests and reporting.
10. Standing supervision and inspection of works with consultant and contractor prior to start works.
11. Attend to all requests for inspection (RFI), Site Queries, Daily Progress, Punch List, CAR and payment related verification at site for submission to superior.
12. Liaison and to attend meeting with the other Divisions/Departments and contractor pertaining to the technical requirements to meet functional and operation standards.
13. Instilling safety awareness to Contractors throughout the contract duration to comply with safety standards.
14. To prepare AutoCAD drafting and proposals to the satisfaction of operation, engineering & functionality.
15. To update drawing and control document (e.g, drawing) for record for IDSP.
16. Compile, analyse data, to attend and supervise any rectification required on task/project given.
17. Prepare, coordinate and monitor the Building Facility Maintenance (BFM) Plan for PPSB HQ at Penang Sentral.
18. Prepare weekly and monthly report of the project/task given.

SENIOR TECHNICIAN CUM DRAFTSMAN

(FACILITIES & INFRASTRUCTURE DEPARTMENT)

JOB REQUIREMENTS:

- Possesses a Certificate/Diploma in related Architecture/ Civil Engineering/ Project Management.
- Minimum three (3) years working experience in similar field.
- Civil Engineering & Architectural skills.
- Port & Harbour Engineering knowledge.
- Proficient in AUTOCAD & Microsoft Office

Kindly send your latest Resume with copy of certificates to:

HUMAN RESOURCES DEPARTMENT (STAFFING UNIT)
PENANG PORT SDN BHD (HQ)
LEVEL 5, 5130 TERMINAL PENANG SENTRAL
JALAN BAGAN DALAM
12100 BUTTERWORTH
PULAU PINANG

or email us at recruitment@penangport.com.my by/before 18th January 2024.